

SECRET

3 January 1969

MEMORANDUM FOR THE DIRECTOR

SUBJECT: Papers Produced in the Office of National Estimates
During 1968

1. Attached is a list of papers produced in this Office during the past year. They are of four types, as follows:

a. NIE's and SNIE's. There were 67 of these; about the same number as in the two previous years.

b. Staff Notes. These are vehicles for analysts to express their individual views. Some are short items of information or analysis for the Board; some float an idea or opinion; a few are simply for entertainment. They are uncoordinated, even within our Staff. Most are discussed briefly by the Board; some are revised and become Staff or Special Memoranda. They are not distributed outside ONE except occasionally on a personal basis between analysts.

c. Staff Memoranda. These are somewhat more formal utterances than the Staff Notes. They are always discussed and sometimes revised by the Board, usually with the participation of representatives of other components of the Agency. They are distributed quite widely within the Agency, and usually sent outside to a few addressees in the intelligence community and a small number of others who may be interested in the particular subject.

d. ONE Special Memoranda. These are fully discussed and revised by the Board and coordinated within the Agency; they are by tradition signed by me "For the Board of National Estimates". We circulate them under the appointed ornamental cover to a standard list in the intelligence community plus a rather small number of others who may be interested in the subject. All go to the White House.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

Approved For Release 2006/11/13 : CIA-RDP79R00904A001400030045-7

e. Memoranda for the Director. Prepared in the same way as Special Memoranda; circulated by us only to the DDCI, DDI, and perhaps one or two others in the Agency; never circulated outside except on the Director's instructions.

2. You may observe that the distribution of memoranda beyond the Office -- certainly beyond the Agency -- is small in relation to the number produced. This is partly because we are loath to increase the volume of paper that circulates, and partly because we believe that the formal issuances of the Office ought always to be of a broad and "estimative" character, as distinguished from research studies or matters of current intelligence. Such formal memoranda probably ought to be fully agreed among those competent to speak. Yet some of the subjects we write about are inherently controversial, and some of the papers turned out by the Staff are stimulating precisely because they set forth a controversial point of view.

3. Possibly we have been too modest in distribution of such pieces; certainly it is always a problem to know just what to do with each one of the papers that come before us. Sometime I should like to discuss this with you. Anyway, here is the list, and I hope that you may be interested in a quick look at its contents.

ABBOT SMITH
Director
National Estimates

cc: DDCI

SECRET

S-E-C-R-E-T

OFFICE OF NATIONAL ESTIMATES

ISSUANCES

DURING CALENDAR YEAR 1968

S-E-C-R-E-T

GROUP 1
Excluded from automatic
downgrading and
declassification

2 January 1969

LISTING OF ISSUANCES

	<u>Pages</u>
Part I:	
Estimates	1-6
Part II:	
Less Formal Pieces.	7-22
A. Staff Notes	8-12
B. Staff Memoranda	13-18
C. Special Memoranda	19-20
D. Memoranda for the Director. .	21-22

S-E-C-R-E-T

25X1

Approved For Release 2006/11/13 : CIA-RDP79R00904A001400030045-7

Next 21 Page(s) In Document Exempt

Approved For Release 2006/11/13 : CIA-RDP79R00904A001400030045-7